



# CHARGING POLICY

## 2018-19

### Key Information

Title	Charging Policy	Date
Prepared By	Karen Howard (Director of Finance & Premises)	16/10/2018
Checked By		
Approved By	Finance & Premises Committee	16/10/2018
Version	V01.0	
Document Update	Annually	

### Version History

Version	Date	Amendments
V01.0		

- **Educational Equipment**

Educational resources will be charged at the discretion of the individual Faculties, according to use.

- **Educational Visits and Activities (eg Artsweek)**

- Contributions towards curriculum related visits and activities will be requested on a voluntary basis
- The full cost of non-curriculum based visits and activities will be recharged to parents/carers. Financial assistance is available in cases of hardship and for those students on the Ever6 Free School Meals list.

- **Exam Resits**

The only students able to resit exams are those retaking their English or Maths GCSE in November/June. Students who are sitting these exams as part of their 6<sup>th</sup> Form studies at the New Sixth will not be charged. In exceptional circumstances students who attended either Saint Gregory's or St Mark's in Year 11 who need to resit their English or Maths GCSE but who are not attending the New Sixth will be allowed to resit these exams at this centre at a cost of £50.

- **Exam Post Results Services**

If a department requests a post results service, including copies of scripts or a review of marking, then the charges are incurred by the relevant department. If a student requests a review of marking then the charges are incurred by the student. Payment must be included with the relevant post result services request form. If a review of marking request is successful, **resulting in an increase in the overall subject grade**, then any charge will be reimbursed both to the department and to the student. Any requests from parents/carers **must** be authorised by the student.

- **Food Technology:** Food technology students are asked for a contribution of £3 per year towards the cost of cooking materials.

- **House Badges:** Replacement badges charged at £2

- **Journals:** Replacement journals charged at £3.50

- **Locker Rental**

Students in Years 7 to 11 pay a fee of £10.00 per annum for the use of a locker for the full academic year; £5 is refundable at the end of the year if the key is returned and the locker has not been damaged **or can be carried forward as a deposit for the next year's locker hire.** 6<sup>th</sup> Form students are asked for a non-refundable fee of £10 for an individual locker which they are able to use for two years.

- **Photocopying Allowance:** Each 6<sup>th</sup> Form student is given an 'allowance' of £5 worth of photocopying, per year; photocopying in excess of this is charged at the rate of 3p for A4 black and white and 12p for A4 colour.

- **Photography Students:** 6<sup>th</sup> Form and GCSE photography students are asked to contribute £10 per year towards the cost of equipment and materials.

- **Smartcard System:** Replacement fobs charged at £2.00

- **Transport to PE Fixtures:** No charge to students

- **Damage to Equipment or Property**

The cost of the damaged equipment or item, and labour costs if applicable, will be recharged in full to the parent/carer of the student involved.

- **Work Experience**

The full cost of health and safety checks required for students undertaking work experience outside our catchment area will be recharged to the parent/carer of the student involved.

**Music Fees and Lettings Charges are covered by separate policies.**

Please note that this Policy has been drawn up with due reference and regard to the DfE document 'Charging for School Activities' (revised May 2018). In the event of a perceived difference found between the School Policy and the DfE Guidance, the latter will take precedence. A copy of the DfE Guidance is attached for reference.